Office of State Uniform Payroll	
Procedure Title: TRSL and LSERS Annual Salary File	**Revision Date: 7/8/2016**
	Issue Date: 8/13/2014
Unit: Wage and Tax Administration	**Page Number:** 1 of 1
Contact: _DOA-OSUP-WTA@la.gov	

Notifications will be sent by TRSL to agencies required to submit the report.

Notification will be distributed from LSERS via Employer News to all participating employers.

Information from the TRSL file is used for Retirement Return to Work reporting. The information from the LSERS file is used for GASB 67/68 reporting.

Applicable employers must report to TRSL and LSERS by August 15 all earnings of all persons paid in the prior fiscal year. This includes payroll, accounts payable and 1099 payments. Each employer must submit a file of all payees via the internet or other acceptable secure electronic media. The file should include all employees paid by the employer, including contract employees.

Agencies should run the Employee YTD Wage Type Results Report (ZF73), using variant /TRSL, to gather payroll data needed for the reporting requirements. Personnel area is a required selection on ZF73; therefore, the populated 0682 should be replaced with the appropriate agency number. ZF73 will display the fiscal year-to-date gross earnings, Social Security Number, job title (position description), and employee group text (employment type, FT or PT) for **all** employees within the agency selected.

ZF73 will provide total gross earnings for the fiscal year while displaying the most recent position on IT0001 "Organizational Assignment." In order to identify and provide information for employees who held more than one position during the fiscal year, agencies can run Action Reason/Pay Reason Report (ZP13), using variant /TRSL. The report can be sorted by personnel number and reviewed to find employees with multiple actions during the fiscal year and the effective date of each. If an employee holds multiple positions during the fiscal year, follow instructions from the retirement system for reporting the multiple positions.

For TRSL, export the revised ZF73 information into Excel and format the spreadsheet based on TRSL requirements available in their procedures manual at www.trsl.org (Index 18.2). Agencies should also follow TRSL requirements for adding other payments made outside of payroll (e.g., contract worker payments paid by agency through AFS or LaGov).

For LSERS, export the revised ZF73 information into Excel and format the spreadsheet based on LSERS requirements available in their procedures manual located at www.lsers.net. Agencies should also follow LSERS requirements for adding other payments made outside of payroll (e.g., contract worker payments paid by agency through AFS or LaGov).